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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 20, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-03

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Teachers' Annual Salary File for 2008-2009
(Retirement Return to Work Input File)

According to the [TRSL Employer Procedures Manual](#), Index 15, Page 2, Item 1, under Reporting Retirees Who Return to Work states: "Employers must report to TRSL by August 15 all earnings of all persons paid in the prior fiscal year, including retirees and disability retirees, even if those earnings are for part-time, substitute, temporary, or contract employment." Item 2 states: "TRSL requests that each employer submit a file of all payees on diskette or via the internet. The file should include all employees paid by that employer, including contract employees."

Agencies should run the Employee YTD Wage Type Results Report (ZF73) to gather data needed for the TRSL reporting requirement. Selection criteria should include:

Date Parameter:	As of other date: "06/30/2009"
	Fiscal YTD (not the default, Calendar YTD)
Selection Criteria:	Personnel Area
	Wage Type /101
Status Criteria:	All Employees

ZF73 will display the fiscal year-to-date gross earnings for **all** employees within the agency selected. Add Social Security Number to the report layout and export information into Excel. Format the spreadsheet based on TRSL requirements available in their procedures manual at <http://trsl.org/ezedit/pdfs/ndx182.pdf> (Index 18.2, page 8). Agencies should also follow TRSL requirements for adding other payments made to retirees (e.g., paid by agency through AFS).

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In order to comply with TRSL's reporting requirements, refer to TRSL Memo dated June 26, 2009 and Louisiana Revised statute 11:170(C).

For questions regarding submission of this information to TRSL, please contact Teachers' Retirement Audit Department at (225) 925-6114. For questions on executing the Employee YTD Wage Type Results Report, contact the ISIS Help Desk using the ISIS Help Desk Ticket located at the following web address: http://www.doa.louisiana.gov/ois/service/user_support/helpdesk/helpdesk.htm. For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit _DOA-OSUP-WTA@la.gov or (225):

Tiko Ary	342-1651
Cindy McClure	342-5346
Gary Bennett	342-1652

Tracy Smith	219-0191
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APH:THA/ral

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